January 19th, 2022
Time: 4:30pm

Location:
Brandon Free Public Library
4 Franklin Street
Brandon, VT 05733

**And remotely: email molly@brandonpubliclibrary.org for link to remote meeting**

I. Call to Order
(Agenda will be adjusted to accommodate discussion with guests)
   Guest: Tim O’Brien, UBS

II. Welcome visitors/Public Comments

III. Approval & Review of the Minutes

IV. Approval of Reports
   a. Libraries
   b. Treasurer/Finance Committee
   c. Building & Maintenance
      i. Apartments
      ii. Snow removal

V. Friends Update

VI. New Business

VII. Old Business
   a. Action Items (Minutes)
   b. Renovation
   c. Policy Finalization

VIII. Comments and Announcements

IX. Executive Session, as needed

X. Adjourn

Next meeting date: February 16th, 2022
Brandon Free Public Library
4 Franklin Street
Brandon, Vt. 05733

Present: Bruce Ness, David Roberts, Beate Jensen, Stacey Doucette, John Peterson, Sue Gage, Carol Fjeld, Cristy Harding, Molly Kennedy

Guests: Caisil Weldon, Lauren Geiger

Call to order at 4:33

No visitors or comments

Secretary’s Report. Date corrected to November 17, 2021. Motion to approve minutes by Bruce, seconded by Beate. Passed.

Librarian’s Report. Door count down as usual for November. December is picking up. Joni is out rest of month. We are looking for coverage Dec 21 and 22, 28-30 between the hours of 10 and 6. Molly will send a reminder email for coverage. Carol moved to approve the report, Sue seconded. Passed.

Actions: Molly will email coverage schedule.

Building and Maintenance. Have completed all of the repairs needed in apartments. Only a leaky faucet in one bathroom and putting up the 911 numbers. Snow removal: Nick Coolidge was asked, he is out of town for part of winter. Question of if we should do sidewalk, which is the town’s job. Suggested if Adrian would be willing to take job or put ask on Front Porch Forum. Scott is plowing the parking lot. Still need sign posts to mount library signs and paint parking spots beyond library. Motion to approve report by Sue, seconded by Stacey. Passed.

Actions:
- Bruce will put up 911 numbers.
- Bruce will research snow removal options.

Friends update: David and Molly have had a discussion with Bobbi regarding the change of lower level. VIA is meeting with to plan the Book-sale space. The library will be taking over the east room under the 1967 addition for book space. A group of interested people have been asked to join the Friends with a kick off brunch on January 15. This group will be asked to organize themselves that will meet on monthly basis. The Auction has made around $5,500. David and Molly have talked with Sue Wetmore and Bobbi Torstensen and have asked them to work on by laws and governance structure. Asked them to meet on a regular basis, get their financial books in order and challenged the Friends group to be more active in fund raising.

New Business:
- Public fundraising. We are in quiet phase and wrapping up leadership division. Next group is leadership division with more activities. The third step will be in April or May with a kick off for the public campaign. The fund raising is ahead of schedule, we have exceeded our goals with both private fundraising and grants. We have applied for $100,000 Preservation Trust grant and will know in January if we will receive it. If we get this, their people will need to review all the documents and drawings,
which may delay the project. It may not be worth the money. It is for facade restoration, historic slate roof and historic windows. Isaac Wagner is also applying for the Canaday grant in the next few months.

Treasurer/Finance committee:
Everything is still going along, found an invoice that that paid twice and now fixed. Sue and Cristy will meet and make sure that the reports are correct by 12/30/21. This is the first report that shows the Capital Campaign, Investment and budget on the report. Question if the pledges will be represented in the reports. Sue recommended that one person should track it and that it should be represented in the book. Little a green Light is a donor software that we purchased that we are using to track this. Tracy Holden checks if Molly’s work in recoding donations matches the reports from Demont. Still looking for someone to do a financial in 2022. Motion to approve by Cristy, seconded by Carol. Passed.

Action items:
Bruce itemized the building updates - completed
Finance committee will continue to work - ongoing
David will schedule next policy meeting - David will set this up in January

Action item: the policy committee (Sue, Beate, Stacey, David) will meet Dec 27 at 4:30 pm at the library

Renovation:
The project is going well. Hitting bumps and solving them as we go. Many activities are happening n background: asbestos, energy, etc. Still on target for fall start date but it is soft. Bruce is stepping up to be Owner’s Representative. VIA is sending a guideline for this position. David would like to formally form a Renovation committee that would meet biweekly. Expect to see asbestos and lead paint report this week and it will brought to next meeting.

Motion to move into Executive session at 5:33. Invited Molly, Lauren and Caisil.
Motion to come out of Executive session at 5:57 by Cristy seconded by Sue

Motion to adjourn by Sue, seconded by Stacey. Passed.

Adjourned at 5:58 pm

Respectfully submitted,

Carol Fjeld
Librarian's Report
December 2021

Circulation:
Adult: 1049
Juvenile: 577
Young Adult: 72
Computer: 33
WIFI: 329
E-lending: 351
General: 38
Catalog visits: 873

Interlibrary Loan
BFPL Borrowed: 37
BFPL Loaned: 41

Meeting Room: 18
Door Count: 1564
Curbside deliveries: 0

Programming:
Meditation weekly: 2-3
Book Discussion monthly: 4
Teen Advisory monthly: 11
Take & Make kits: 29

General:
Hosted the mitten tree for the BCC knitters (free mittens/hats/scarves) for whomever needs
Free bread is back on Tuesdays
ARPA funds bought a programmable robot for kids’ programs, ukuleles, 3-D printer

Next steps:

In September:
New accounts: 9
Home deliveries: 4

Upcoming:
- TAG
- Quiz Night
- Craft Supply Swap
- Monthly artist pop-ups
Brandon Free Public Library
Year in Review
2021

Books 18,011
eBooks & eAudiobooks 4,621
Magazines 394
Audio Books 698
DVDs 2,585
Items borrowed 21,879
560 via Curbside!

Partnerships & Programming
- Virtual & In-Person Trivia
- Story Times
- Summer Reading - Outside!
- Take & Make Kits
- Harvest Fest
- Spooksville
- Meditation
- Kit distributions
- Teen Advisory Group

Services Continued during COVID
- Curbside service & print/copy/fax via email
- Increased social media print/email presence
- Free WiFi boosted over Central Park
- Bread and mask distribution
- Overdrive Advantage expands to IndieFlix movies & Qello concerts
- Seed Library distributed over 120 seed packets
- Home Delivery/Wellness checks
- Free books & puzzles and Friends’ sale cart
- Library of Things: portable charger, wood moisture meter, snowshoes, games, and tablets for check-out

15,350 Patron Count

634 Adult Programs
634 Program Attendance

44 Children’s Programs
512 Program Attendance

301 Children’s Take & Make Kits Distributed
33 Home Deliveries & Wellness Checks
131 New Patron Accounts
3,223 Wireless sessions

www.brandonpubliclibrary.org